

Veterans Resource Guide



Compiled by:
Glendive Job Service Staff
211 South Kendrick
Glendive, MT 59330

Table of Contents

Section 1: Veteran's Services Directory

- Veteran's Representatives
- Veteran's Resources
- Education and Training for Veteran's
- Medical Services
- Regional VA Office

Section 2: Employment Assistance

- Employment Readiness Survey
- Local Office Information
- Job Search Assistance
- Priority of Service to Veterans
- Ordering a copy of your DD-214

Section 3: Veterans Benefits

- State of Montana Veterans Benefits
- VA Benefits
- Social Security

Section 4: Education

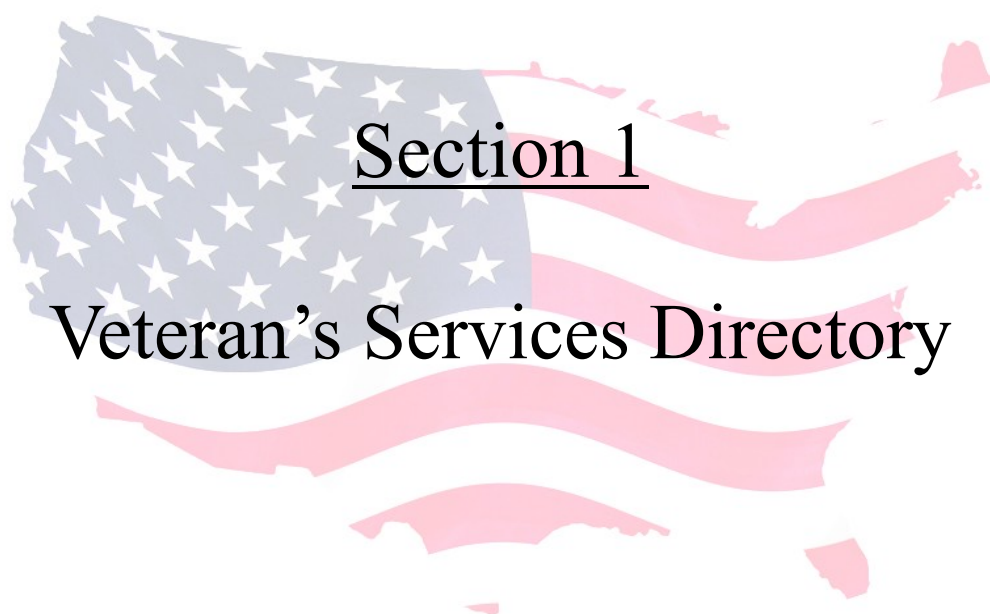
- Veterans Upward Bound
- Troops to Teachers
- Apprenticeship
- Application for Educational Benefits
- Chapter 31 Vocational Rehabilitation Application

Section 5: USERRA

- Know Your Rights Under USERRA

Back Folder

- Federal Benefits for Veterans Booklet
- Miscellaneous Information Brochures for Veterans



Section 1

Veteran's Services Directory

Veterans Representatives

Shannon Kadrmas
Disabled Veterans Outreach Program Specialist
Montana Dept of Labor & Industry
Job Service Operations Bureau
Glendive Job Service
211 South Kendrick
Glendive, MT 59330
Phone: 406-377-3314 ex 205
Fax: 406-377-5831
Email: skadrmas@mt.gov

Brad Nelson
Veterans Program Manager
Montana Dept of Labor & Industry
Job Service Operations Bureau
1327 Lockey
Helena, MT 59624
Phone: 406-444-1630
Email: bnelson@mt.gov

Tina Whiting
Veterans Intensive Services Coordinator
1327 Lockey
Helena, MT 59624
Phone: 406-444-1672
Fax: 406-444-3037

Michael Cohen
Veterans Service Officer
Montana Dept of Military Affairs
Veterans Affairs Division
210 South Winchester
Miles City, MT 59301
Phone: 406-232-1203
Fax: 406-232-8915
Email: omvaffairs@qwest.net

Veterans Representatives

Bob Schwegel
Veterans Service Officer
Veterans of Foreign Wars
Helena, MT
Phone: 406-495-2086

Veterans Resources

American Legion
Post #28
105 North Merrill Avenue
Glendive, MT 59330
Phone: 406-377-5317

Veterans Of Foreign Wars
Post #1125
218 South Merrill
Glendive, MT 59330
Phone: 406-377-7235

Vietnam Veterans of America,
Glendive Chapter #234

Education and Training for Veterans

Apprenticeship and Training
Montana Dept of Labor
P.O. Box 202501
Helena, MT 59620
Phone: 406-444-4437
Fax: 406-444-1373

G.I. Bill
Montana Dept of Military Affairs
Suite 300
600 Central Avenue
Great Falls, MT 59403
Phone: 406-452-2265

Education and Training for Veterans

Veterans Upward Bound

Joe Cobs

Billings MSU Campus

Phone: 406-657-2026

Phone: 406-657-2063

Toll Free: 1-877-356-8387

www.vubmt.com

Troops to Teachers

Montana State University

P.O. Box 172940 (Reid Hall)

Bozeman, MT 59717

Phone: 406-994-7586

Fax: 406-994-7900

Toll Free: 1-866-478-3224

www.montana.edu.ttt

U.S. Dept of Veterans Affairs

Vocational Rehabilitation & Employment

P.O. Box 188

3633 Veterans Drive

Fort Harrison, MT 59636

Phone: 406-495-2011

Fax: 406-495-2019

Montana Vocational Rehabilitation

Dept of Health & Human Services

Disability Division

708 Palmer

Miles City, MT 59301

Phone: 406-232-0583

Fax: 406-232-0885

Toll Free: 1-877-296-1198

Medical Services for Veterans

US Dept of Military Affairs Glendive VA Primary Care Clinic

2000 Montana Avenue
Glendive, MT 59330
Phone: 406-377-4755

US Dept of Military Affairs VA Medical Center

3687 Veterans Drive
Helena, MT 59636
Phone: 406-442-641
Toll Free: 1-877-468-8387

VA Offices

VA Regional Office

3633 Veterans Drive
Helena, MT 59636
Toll Free: 1-800-827-1000



Section 2

Employment Assistance

Employment Readiness Survey

Name _____

Date _____

Last Employment: (Position and Date) _____ \ _____

Please reflect on all items as they apply to yourself or individuals living in your household. Each of the 33 items should be marked in at least ONE of the categories, but may be marked in ALL four categories.

| Issue | Past Problem | Present Problem | Potential Future Problem | No Problem | For use of Case Manager |
|---|--------------|-----------------|--------------------------|------------|-------------------------|
| 1. Childcare Plan | | | | | |
| 2. Childcare back-up: (Sick, vacation, holiday, snow) | | | | | |
| 3. Special Needs Child | | | | | |
| 4. Summer Childcare | | | | | |
| 5. Transportation | | | | | |
| 6. Transportation backup | | | | | |
| 7. Stable Housing | | | | | |
| 8. Homeless | | | | | |
| 9. Housing Repair (plumbing, electrical, ventilation) | | | | | |
| 10. Spoken English | | | | | |
| 11. Mental Health | | | | | |
| 12. Physical Health | | | | | |
| 13. Basic Math Skills (add, subtract, multiply, divide) | | | | | |
| 14. Difficulty Reading | | | | | |
| 15. Difficulty Learning New Things | | | | | |
| 16. Difficulty Sleeping | | | | | |
| 17. Difficulty Eating or Overeating | | | | | |
| 18. Difficulty Managing Stress | | | | | |

| Issue | Past Problem | Present Problem | Potential Future Problem | No Problem | For use of Case Manager |
|---|--------------|-----------------|--------------------------|------------|-------------------------|
| 19. Inadequate Social Support (friends, Family, Church) | | | | | |
| 20. Legal Problems | | | | | |
| 21. Credit/Debt Problems | | | | | |
| 22. Family Crisis | | | | | |
| 23. Domestic Violence | | | | | |
| 24. Drug or Alcohol Addiction | | | | | |
| 25. Difficulty Managing Anger | | | | | |
| 26. Difficulty Handling Criticism | | | | | |
| 27. Difficulty with Work Attendance | | | | | |
| 28. Difficulty with Work Punctuality | | | | | |
| 29. Difficulty with Co-workers | | | | | |
| 30. Difficulty with a Supervisor | | | | | |
| 31. Problems with Immigration | | | | | |
| 32. Cultural Issues (religion, gender, styles, clothing, scheduling) | | | | | |
| 33. Difficulty with age, weight, race, gender sexual orientation, prejudice by employer | | | | | |

Comments: _____

Glendive Job Service Workforce Center



211 South Kendrick
Glendive, MT 59330

Phone: (406) 377-3314

Fax: (406) 377-5831

Job Hot-line (406) 377-5823

Office Hours:

Mon, Wed, Thurs, Fri: 8 a.m.– 5p.m.

Tuesday: 10 a.m.-5p.m.

Useful Web Addresses

<http://www.glendivejobs.mt.gov>

Glendive Job Service

<https://app.mt.gov/ui4u/index>

Montana Unemployment

<http://www.mt.gov>

State of Montana Home Page

<http://mt.gov/statejobs/statejobs.asp>

State job openings and application

<http://usajobs.com>

Federal job openings

JOB SEARCH PROCESS

Job Seeker Search Tab

- Make sure to follow the application instructions on the How to Apply screen
- Some employers require a specific job application that can be acquired through job service. Many of these can be sent from job service through email, fax, or mail. You can request an application by calling or emailing your local job service.
- Looking at How to Apply does not notify the employer that you have viewed that job.

Insert Our Job Service Three fold flyer

Who is entitled to Veteran's Preference in Employment

5-Point Preference

Five points are added to the **passing** examination score or rating of a veteran who served:

- During a war; **or**
- During the period April 28, 1952 through July 1, 1955; **or**
- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; **or**
- During the Gulf War from August 2, 1990, through January 2, 1992; **or**
- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on the date prescribed by Presidential proclamation or by law as the last day of Operation Iraqi Freedom; **or**
- In a campaign or expedition for which a campaign medal has been authorized. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti, qualifies for preference.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980, (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty. The 24-month service requirement does not apply to 10-point preference eligibles separated for disability incurred or aggravated in the line of duty, or to veterans separated for hardship or other reasons under 10 U.S.C. 1171 or 1173.

10-Point Preference

Ten points are added to the passing examination score of:

- A veteran who served any time and who (1) has a present service-connected disability or (2) is receiving compensation, disability retirement benefits, or pension from the military or the Department of Veterans Affairs. Individuals who received a Purple Heart qualify as disabled veterans.
- An unmarried spouse of certain deceased veterans, a spouse of a veteran unable to work because of a service-connected disability, and

A mother of a veteran who died in service or who is permanently and totally disabled.

General Requirements for Preference

To be entitled to preference, a veteran must meet the eligibility requirements in section 2108 of title 5, United States Code. This means that:

- An honorable or general discharge is necessary.
- Military retirees at the rank of major, lieutenant commander, or higher are not eligible for preference unless they are disabled veterans.
- Guard and Reserve active duty for training purposes does not qualify for preference.

When applying for Federal jobs, eligible veterans should claim preference on their application or resume. Applicants claiming 10-point preference must complete form SF-15, Application for 10-Point Veteran Preference.

Notice of Priority of Service for Veterans and Eligible Spouses of Veterans

- **Definitions:**

Covered Person – Veteran or Eligible Spouse.

- **Veteran** - A person who:

Served at least one (1) day in the active military, naval, or air service, and was discharged or released there from with other than a dishonorable discharge (active service includes full-time Federal service (typically referred to as Title 10) in the National Guard or a Reserve component).

- **Eligible Spouse** - **The spouse** of any of the following:

- ✦ Any veteran who died of a service-connected disability, or
- ✦ Any member of the Armed Forces serving on active duty who, at the time of application for the priority, is listed in one or more of the following categories and has been so listed for a total of more than 90 days: (i) Missing in action; (ii) Captured in line of duty by a hostile force; or (iii) Forcibly detained or interned in line of duty by a foreign government or power, or
- ✦ Any veteran who has a total disability resulting from a service-connected disability, as evaluated by the Department of Veterans Affairs, or
Any veteran who died while a disability, as indicated in previous bullet of this section, was in existence.

Proof of Status:

A DD Form 214 is the most recognized document, however, if this document is not readily accessible, please advise the Job Service staff of your situation.

Services offered under Priority of Service:

With respect to any qualified job training program, a covered person shall be given priority over a non-covered person for the receipt of employment, training, and placement services provided under that program, notwithstanding any other provision of the law.

Priority, in the context of providing priority of service to covered persons in qualified job training programs, means the right to take precedence over non-covered persons in obtaining services.

Depending on the type of service or resource being provided, taking precedence may mean:

The covered person receives access to the service or resource earlier in time than the non-covered person, or

If the service or resource is limited, the covered person receives access to the service or resource instead of or before the non-covered person.

Please see Job Service staff for applicable eligibility requirements for specific training programs.

Please identify yourself as a **Veteran** or **Eligible Spouse** to our staff.

How to obtain your Military Service Records

Your Military Service Records can be obtained several different ways.

1. If you're comfortable using a computer and navigating the internet you can go to <http://www.archives.gov/veterans/evetrecs/index.html> and follow the online instructions. Please remember when requesting records on-line there is a signature verification page that needs to be printed out and either faxed or mailed to the Processing Center before a search will be conducted for your records.
2. If you would rather complete a hard copy request you must complete a "Standard Form 180 (SF 180). It is HIGHLY recommended that you receive assistance from a Veterans Service Officer in completing the hard copy SF 180. A copy of the SF 180 and Instruction sheet are on the two following pages.

Information needed to complete the online request or hard copy SF 180:

Required information

- The veteran's complete name used while in service
- Service number
- Social security number
- Branch of service
- Dates of service
- Date and place of birth (especially if the service number is not known).

If you suspect your records may have been involved in the 1973 fire, also include:

- Place of discharge
- Last unit of assignment
- Place of entry into the service, if known.
- All requests must be **signed** and **dated** by the veteran or next-of-kin.

If you are the next of kin of a deceased veteran, you must provide proof of death of the veteran such as a copy of death certificate, letter from funeral home, or published obituary.

How to obtain your Military Service Records

Recommended Information:

While this information is not required, it is extremely helpful to NPRC staff in understanding and fulfilling your request:

- The **purpose or reason** for your request, such as applying for veterans benefits, preparing to retire, or researching your personal military history.
- Any **deadlines** related to your request. We will do our best to meet any priorities. For example, you may be applying for a VA-guaranteed Home Loan and need to provide proof of military service by a specific date.

Any other specific information, documents or records you require from your Official Military Personnel File (OMPF) besides your Report of Separation (DD Form 214).

Emergency Requests and Deadlines:

If there is an emergency or deadline associated with your request, please explain this in the "Comments" section of eVetRecs or in the "Purpose" section of the SF-180 so that we fully

understand the situation and we will do our best to meet your priority.

If your request involves a burial in a National Cemetery operated by the Department of Veterans Affairs, the cemetery staff will work directly with us to obtain the required records for the service. If your request involves funeral services provided by a non-VA/private provider, the next of kin may fax the request (including signature of the next of kin) to us at 314 801-0764. If your request involves the burial of a Marine Corps veteran, you may contact the USMC Liaison Officer at 314 538-3155.

Where to send my requests?

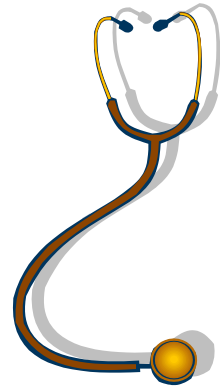
You can mail or fax your **signed** and **dated** request to the National Archives's National Personnel Record Center (NPRC). Most, but not all records, are stored at the NPRC. **Be sure to use the address specified by eVetRecs or the instructions on the SF-180.** The locations of military service records for active and retired personnel are listed at

Location of Military Service Records.

NPRC Fax Number : 314-801-9195

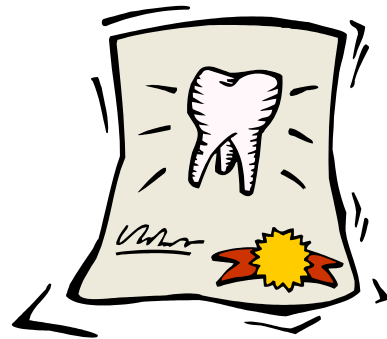
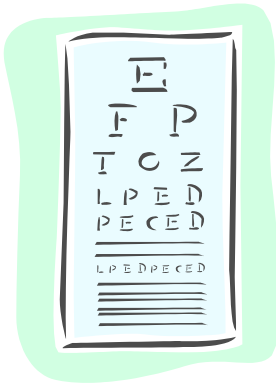
NPRC Mailing Address: National Personnel Records Center
Military Personnel Records
9700 Page Avenue
St. Louis, MO 63132-5100
314-801-0800 *Please note that requests which are sent by Priority Mail, FedEx, UPS, or other "express" services will only arrive at the NPRC sooner. They will not be processed any faster than standard requests. See the section above on emergency requests and deadlines.*

Printed SF 180 and Instruction



Section 3

Veterans Benefits



State of Montana Veterans Benefits

Highlights:

- Free Montana Veterans Affairs Division Service Officer assistance
- Free recording and copies of discharge papers
If you recorded your DD214 at the Dawson County Courthouse, the Clerk and Records office you can get certified copies there
- \$250.00 death payment – payment made by county of residence
A certified copy must be submitted to the funeral home.
- \$70.00 grave marker payment – payment made by county of residence
- Employment assistance – local Montana Job Service office
Veterans and Spouses receive Priority of Service
- Montana Veterans Homes – Department of Public Health and Human Services
- Free license plate and vehicle registration waiver – qualified disabled veterans
- Reduced or no real property taxes – qualified disabled veterans
- Free fishing/hunting license – qualified disabled veterans
- Burial in State Veterans Cemeteries
- College tuition waivers

Four VA Inserts

Social Security Administration

Office Address: SOCIAL SECURITY
ROOM 100
2900 4TH AVE N
BILLINGS, MT 59101

Phone Numbers:

| | |
|---------------------------|----------------|
| Local Number | 1-800-453-0524 |
| National Toll-Free | 1-800-772-1213 |
| TTY | 1-406-247-7284 |

Office Hours:

MONDAY - FRIDAY:09:00 AM - 04:00 PM

Office Information:

GEOGRAPHICALLY HUGE SERVICE AREA -- PREFER TELEPHONE APPOINTMENTS. LOCATED IN NEW FEDERAL BLDG DOWNTOWN, ACROSS FROM LINCOLN CENTER. OFFICE IS LOCATED AT THE CORNER OF 4TH AVE NORTH & NORTH 29TH STREET. THERE ARE 3 HANDICAPPED PARKING SPACES ON THE CORNER JUST OUTSIDE THE ENTRANCE TO THE BUILDING. 1 IS ON 4TH AVE & 2 ARE ON NORTH 29TH STREET.

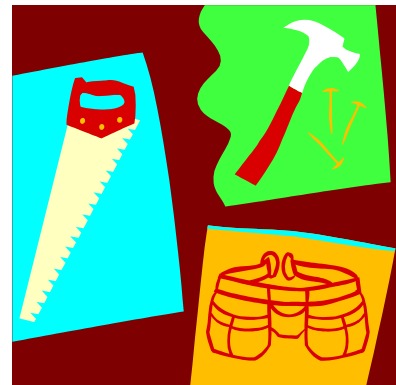
Map:





Section 4

Education



Education Inserts-upward bound-troops to teachers– apprentice-
ship and training, Application for VA Education Benefits, VA
Voc rehab..etc

Section 5

USERRA



USERRA FLYER